

## II. APPLICATION FORMS

### A. PROJECT CONTACT INFORMATION

#### 1. Applicant Information

Organization Name	
Type	
Mailing Address	
City	
State	
Zip + 4	
Phone	
Fax	
Primary Email	
Website	
EIN	
DUNS	
Fiscal Year End	

#### 2. Chief Elected Official - CEO (If term is ending, please provide new contact information)

First Name	
Last Name	
Title	
Term Effective Date	
Term End Date	
New CEO Name	
Title	
Term Effective Date	
Term End Date	
City	

State	
Zip + 4	
Phone	
Fax	
Email	

**3. Primary Local Grant Contact (Must be a municipal employee other than CEO)**

Name	
Title	
Address	
City	
State	
Zip + 4	
Phone	
Fax	
Email	

**4. Applicant Political District Information**

Congressional District(s)				
Assembly District(s)				
Senate District(s)				

**5. Program/Project Information**

Name of Project	
Location	
Location Type	
Address Specific	
Community-Wide	
Census Tract/Block Group	

## B. PROJECT PROPOSAL

### 1. Description of Need

- Provide a brief description of need for the project, including any quantifiable information (for example, the number of people affected, area affected, etc.)
  - The description, to the extent possible, should be based on verifiable documentation attached to the application, such as supports letters, architectural/engineering reports, or market analysis
- Provide an explanation of how the proposed project will address the identified need.
- Describe why CDBG-CV is necessary to complete the project; include a description of efforts taken to secure alternative or additional funds from other public and private sources.
- Identify if other sources are available for the needs identified. Explain why these sources cannot meet the needs addressed by this proposal.

## 2. Connection to Coronavirus

- Describe, specifically, how the project will prevent, prepare for, and/or respond to Coronavirus
  - To qualify for assistance, a direct connection to preventing, preparing for and/or responding to Coronavirus must be demonstrated for each activity that will be undertaken as part of this project.

### 3. CDBG National Objective

- Provide a description of how the proposed activities will meet a CDBG National Objective. All CDBG-funded activities must meet one National Objectives:
  - Benefit to Low and Moderate-Income (LMI) Persons. Specify which subcategory you will meet
    - LMA (Low/mod area)
    - LMH (L/ow/mod housing)
    - LMC (Low/mod clientele)
    - LMJ (Low/mod jobs)
    - LMCMC (Low/mod owner microenterprise)
  - Meet an Urgent Community Development Need (URG)
- Each activity proposed must satisfy the requirements of the National Objective selected and evidence of compliance must be submitted with the application as an attachment. Note that New York State expects to primarily award projects that meet the LMI National Objective.
  - If satisfactory evidence of compliance with a National Objective is not provided, the proposed activity will be considered ineligible and will not be considered for funding. For more information, please see the appendix to the application

#### 4. Impact

- Describe the specific measurable impacts to be realized through this project, i.e. numbers of jobs, housing units, people assisted.
- Provide a financial analysis of project feasibility with and without CDBG-CV funds.
- Describe the impact if CDBG-CV funds were not awarded, i.e. effect on community, business, quality of life, etc.

\*Tab to next page to Continue Impact information\*

\*Impact continued from previous page\*

## 5. Capacity

- Provide a project timeline and describe how the proposed project will be completed within 12 months of award.
  - Describe the administrative structure, e.g. consultant, subrecipients, that will be used to deliver the expected outcomes, including all roles and responsibilities.
  - Briefly describe relevant experience that supports preparedness to deliver the proposed project.
- If applicable - Describe the procurement process that will be used to acquire professional services to complete the project.
- Describe formal partnerships and collaborative efforts in place that will support successful delivery of the proposed project. For example, efforts to avoid duplication of services, leverage other available resources, reach underserved areas and ensure broad geographic distribution of services.
- **If Entitlement community** – Describe how the community is deploying CARES funding that has been directly received. Explain how the proposed project (using NYS CDBG-CV) complements on-going efforts to administer other CARES funding.

\* Tab to next page to continue Capacity information\*



\*Capacity continued from previous page\*

## 6. Budget Narrative

- Explain how the attached budget is sufficient to complete the project.
- Explain how costs were determined and describe the method used to determine the best approach and cost-effective method to address the need.
- List the sources and dates of third-party cost estimates.
- Describe any administrative, program delivery, or other soft costs and how the budget for those costs was developed.
- Describe status of other funds, e.g., formally committed, pending approval. If the funds are not formally committed provide timelines for securing commitments.

\*Tab to next page to continue Budget Narrative\*

\*Budget Narrative continued from previous page\*

## C. ACTIVITY DETAIL SHEETS

**Complete only those sections that apply**

<b>1. Community/Public Facilities</b>	
<i>How many people will benefit from this activity?</i>	
Source of Data:	If "Other" provide details below: (If provide details below)
<b>Median Income</b>	<b># of People</b>
At or Below 80%	
81% and Above	
No Income – Vacant/Seasonal Units	
<b>Totals</b>	

\*Census- if using census data, service area of facility must perfectly match block group or census tract data

<b>2. Affordable Housing</b>		
<i>How Many Housing Units will be Assisted?</i>		
<b>Owner Occupied Units</b>	<b># of Units</b>	<b># of Households</b>
Median Income		
At or Below 80%		
81% or above		
<b>Totals</b>		
<b>Rental Occupied Units</b>	<b># of Units</b>	<b># of Households</b>
Median Income		
At or Below 80%		
81% or above		
<b>Totals</b>		
No Income – Vacant Unit		
<b>Number of 4+ Unit Buildings to Be Assisted</b>		
<b>Address for Each 4+ Units Building to be Assisted</b>		

<b>3. Public Services (Vaccine Outreach, Mental Health Services, Broadband)</b>		
<i>How Many Persons Will be Assisted?</i>		
<b>Median Income</b>	<b># of Units</b>	<b># of People</b>
At or Below 80%		

4. Business Assistance	
Proposed Cost per job	
Describe procedure for determining COVID-19 impact on businesses and how economic hardship will be determined and documented. Explain how award amounts and cost per job will be determined for businesses selected for participation.	
Proposed Accomplishments	Proposed Number:
<i>How Many Jobs will be created/retained?</i>	
<b>Created</b>	
New full-time jobs to be created	
New full-time LMI* jobs to be created	
New part-time jobs to be created	
New part-time LMI jobs to be created	
Average # of hours worked per week per part-time job created	
<b>Retained **</b>	
Full-time jobs to be retained	
Full-time LMI jobs to be retained	
Part-time jobs to be retained	
Part-time LMI jobs to be retained	
Average # of hours worked per week per part-time job retained	
Microenterprise (5 or fewer employees)	
Proposed Accomplishments	Proposed Number:
Total number of Microenterprises	
Of the total, enter the # of businesses entrepreneurs who qualify as Low/Moderate Income	

\* LOW/MODERATE INCOME (LMI) – LMI jobs are those jobs that are held by or made available to low/moderate income people. Jobs are considered “made available to” if the job does not require any special certifications or training, education beyond high-school or equivalent, and beyond 1 year of experience.

\*\*Provide evidence which clearly demonstrates that jobs will be lost if not for NYS CDBG assistance. For guidance, refer to the Request for Applications (RFA).

Will any jobs created in New York State be transferred or relocated from other business locations?  
 Yes  No

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>10001</b>		
No	24	42.11%
Yes	33	57.89%
<b>10002</b>		
No	159	48.18%
Yes	171	51.82%
<b>10003</b>		
No	22	62.86%
Yes	13	37.14%
<b>10007</b>		
No	1	50.00%
Yes	1	50.00%
<b>10008</b>		
No	1	100.00%
<b>10009</b>		
No	70	48.28%
Yes	75	51.72%
<b>10010</b>		
No	61	46.21%
Yes	71	53.79%
<b>10011</b>		
No	28	57.14%
Yes	21	42.86%
<b>10012</b>		
Yes	2	100.00%
<b>10013</b>		
No	74	39.36%
Yes	114	60.64%
<b>10014</b>		
Yes	1	100.00%
<b>10016</b>		
No	90	45.45%
Yes	108	54.55%
<b>10017</b>		
No	1	25.00%
Yes	3	75.00%
<b>10018</b>		
No	5	33.33%
Yes	10	66.67%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>10019</b>		
No	65	38.69%
Yes	103	61.31%
<b>10021</b>		
Yes	1	100.00%
<b>10022</b>		
Yes	2	100.00%
<b>10023</b>		
No	25	47.17%
Yes	28	52.83%
<b>10024</b>		
No	91	54.17%
Yes	77	45.83%
<b>10025</b>		
No	178	57.79%
Yes	130	42.21%
<b>10026</b>		
No	40	43.96%
Yes	51	56.04%
<b>10027</b>		
No	78	46.43%
Yes	90	53.57%
<b>10028</b>		
No	8	66.67%
Yes	4	33.33%
<b>10029</b>		
No	276	40.47%
Yes	406	59.53%
<b>10030</b>		
No	53	45.30%
Yes	64	54.70%
<b>10031</b>		
No	292	45.20%
Yes	354	54.80%
<b>10032</b>		
No	155	50.82%
Yes	150	49.18%
<b>10033</b>		
No	70	54.69%
Yes	58	45.31%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>10034</b>		
No	52	55.91%
Yes	41	44.09%
<b>10035</b>		
No	132	42.17%
Yes	181	57.83%
<b>10036</b>		
No	168	55.26%
Yes	136	44.74%
<b>10037</b>		
No	23	34.33%
Yes	44	65.67%
<b>10039</b>		
No	56	42.75%
Yes	75	57.25%
<b>10040</b>		
No	38	47.50%
Yes	42	52.50%
<b>10044</b>		
Yes	1	100.00%
<b>10065</b>		
No	3	50.00%
Yes	3	50.00%
<b>10069</b>		
No	2	40.00%
Yes	3	60.00%
<b>10075</b>		
Yes	3	100.00%
<b>10128</b>		
No	78	40.21%
Yes	116	59.79%
<b>10282</b>		
Yes	2	100.00%
<b>10301</b>		
No	56	39.16%
Yes	87	60.84%
<b>10302</b>		
No	2	7.69%
Yes	24	92.31%



**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>10303</b>		
No	63	34.24%
Yes	121	65.76%
<b>10304</b>		
No	5	14.71%
Yes	29	85.29%
<b>10305</b>		
No	1	14.29%
Yes	6	85.71%
<b>10306</b>		
No	8	27.59%
Yes	21	72.41%
<b>10308</b>		
No	1	33.33%
Yes	2	66.67%
<b>10309</b>		
No	1	100.00%
<b>10310</b>		
No	6	37.50%
Yes	10	62.50%
<b>10312</b>		
Yes	1	100.00%
<b>10314</b>		
No	38	31.67%
Yes	82	68.33%
<b>10450</b>		
No	1	100.00%
<b>10451</b>		
No	114	40.57%
Yes	167	59.43%
<b>10452</b>		
No	275	44.43%
Yes	344	55.57%
<b>10453</b>		
No	266	42.29%
Yes	363	57.71%
<b>10454</b>		
No	150	47.92%
Yes	163	52.08%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>10455</b>		
No	171	51.20%
Yes	163	48.80%
<b>10456</b>		
No	267	43.91%
Yes	341	56.09%
<b>10457</b>		
No	243	40.64%
Yes	355	59.36%
<b>10458</b>		
No	249	47.79%
Yes	272	52.21%
<b>10459</b>		
No	230	44.15%
Yes	291	55.85%
<b>10460</b>		
No	174	41.83%
Yes	242	58.17%
<b>10461</b>		
No	22	45.83%
Yes	26	54.17%
<b>10462</b>		
No	73	39.25%
Yes	113	60.75%
<b>10463</b>		
No	32	36.36%
Yes	56	63.64%
<b>10464</b>		
Yes	1	100.00%
<b>10465</b>		
No	5	26.32%
Yes	14	73.68%
<b>10466</b>		
No	27	26.21%
Yes	76	73.79%
<b>10467</b>		
No	154	47.38%
Yes	171	52.62%
<b>10468</b>		
No	179	38.17%
Yes	290	61.83%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>		<b>Percentage</b>
<b>10469</b>	No	15	23.08%
	Yes	50	76.92%
<b>10470</b>	No	6	35.29%
	Yes	11	64.71%
<b>10471</b>	No	4	26.67%
	Yes	11	73.33%
<b>10472</b>	No	60	37.97%
	Yes	98	62.03%
<b>10473</b>	No	80	28.67%
	Yes	199	71.33%
<b>10474</b>	No	32	45.07%
	Yes	39	54.93%
<b>10475</b>	No	2	40.00%
	Yes	3	60.00%
<b>10480</b>	Yes	2	100.00%
<b>10487</b>	No	1	50.00%
	Yes	1	50.00%
<b>10691</b>	Yes	1	100.00%
<b>11101</b>	No	2	22.22%
	Yes	7	77.78%
<b>11102</b>	No	47	40.17%
	Yes	70	59.83%
<b>11103</b>	No	1	100.00%
<b>11104</b>	Yes	2	100.00%
<b>11105</b>	No	25	49.02%
	Yes	26	50.98%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>		<b>Percentage</b>
<b>11106</b>	No	1	50.00%
	Yes	1	50.00%
<b>11201</b>	No	14	37.84%
	Yes	23	62.16%
<b>11203</b>	No	69	44.23%
	Yes	87	55.77%
<b>11204</b>	No	27	48.21%
	Yes	29	51.79%
<b>11205</b>	No	86	59.31%
	Yes	59	40.69%
<b>11206</b>	No	337	44.99%
	Yes	412	55.01%
<b>11207</b>	No	109	36.95%
	Yes	186	63.05%
<b>11208</b>	No	249	41.57%
	Yes	350	58.43%
<b>11209</b>	No	6	50.00%
	Yes	6	50.00%
<b>11210</b>	No	23	50.00%
	Yes	23	50.00%
<b>11211</b>	No	265	56.38%
	Yes	205	43.62%
<b>11212</b>	No	73	41.24%
	Yes	104	58.76%
<b>11213</b>	No	55	45.45%
	Yes	66	54.55%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>11214</b>		
No	47	43.52%
Yes	61	56.48%
<b>11215</b>		
No	36	58.06%
Yes	26	41.94%
<b>11216</b>		
No	60	48.78%
Yes	63	51.22%
<b>11217</b>		
No	76	53.90%
Yes	65	46.10%
<b>11218</b>		
No	60	52.17%
Yes	55	47.83%
<b>11219</b>		
No	64	57.66%
Yes	47	42.34%
<b>11220</b>		
No	50	49.02%
Yes	52	50.98%
<b>11221</b>		
No	106	42.91%
Yes	141	57.09%
<b>11222</b>		
No	12	42.86%
Yes	16	57.14%
<b>11223</b>		
No	33	43.42%
Yes	43	56.58%
<b>11224</b>		
No	262	55.51%
Yes	210	44.49%
<b>11225</b>		
No	60	45.80%
Yes	71	54.20%
<b>11226</b>		
No	60	42.86%
Yes	80	57.14%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>11228</b>		
No	4	57.14%
Yes	3	42.86%
<b>11229</b>		
No	25	34.72%
Yes	47	65.28%
<b>11230</b>		
No	45	50.00%
Yes	45	50.00%
<b>11231</b>		
No	11	34.38%
Yes	21	65.63%
<b>11232</b>		
No	10	50.00%
Yes	10	50.00%
<b>11233</b>		
No	139	43.44%
Yes	181	56.56%
<b>11234</b>		
No	3	50.00%
Yes	3	50.00%
<b>11235</b>		
No	104	64.60%
Yes	57	35.40%
<b>11236</b>		
No	4	14.81%
Yes	23	85.19%
<b>11237</b>		
No	36	57.14%
Yes	27	42.86%
<b>11238</b>		
No	48	41.03%
Yes	69	58.97%
<b>11239</b>		
No	18	37.50%
Yes	30	62.50%
<b>11249</b>		
No	55	48.67%
Yes	58	51.33%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

Zip Code	Count of Respondents by Internet Availability	Percentage
<b>11345</b>		
No	1	50.00%
Yes	1	50.00%
<b>11354</b>		
Yes	8	100.00%
<b>11355</b>		
No	10	45.45%
Yes	12	54.55%
<b>11358</b>		
Yes	2	100.00%
<b>11360</b>		
Yes	1	100.00%
<b>11361</b>		
No	1	100.00%
<b>11365</b>		
No	1	50.00%
Yes	1	50.00%
<b>11366</b>		
No	1	100.00%
<b>11367</b>		
No	2	50.00%
Yes	2	50.00%
<b>11368</b>		
No	42	56.76%
Yes	32	43.24%
<b>11369</b>		
Yes	1	100.00%
<b>11370</b>		
Yes	1	100.00%
<b>11372</b>		
No	5	45.45%
Yes	6	54.55%
<b>11374</b>		
No	9	52.94%
Yes	8	47.06%
<b>11375</b>		
No	5	45.45%
Yes	6	54.55%
<b>11377</b>		
No	59	70.24%
Yes	25	29.76%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>		<b>Percentage</b>
<b>11378</b>	No	3	37.50%
	Yes	5	62.50%
<b>11379</b>	No	1	33.33%
	Yes	2	66.67%
<b>11385</b>	No	18	52.94%
	Yes	16	47.06%
<b>11411</b>	No	1	50.00%
	Yes	1	50.00%
<b>11412</b>	No	4	23.53%
	Yes	13	76.47%
<b>11413</b>	No	4	44.44%
	Yes	5	55.56%
<b>11414</b>	No	2	40.00%
	Yes	3	60.00%
<b>11415</b>	No	4	33.33%
	Yes	8	66.67%
<b>11416</b>	No	4	28.57%
	Yes	10	71.43%
<b>11417</b>	No	1	11.11%
	Yes	8	88.89%
<b>11418</b>	No	4	44.44%
	Yes	5	55.56%
<b>11419</b>	No	5	50.00%
	Yes	5	50.00%
<b>11420</b>	Yes	4	100.00%
<b>11421</b>	No	6	30.00%
	Yes	14	70.00%



**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>11422</b>		
No	2	18.18%
Yes	9	81.82%
<b>11423</b>		
Yes	1	100.00%
<b>11427</b>		
No	2	50.00%
Yes	2	50.00%
<b>11428</b>		
Yes	1	100.00%
<b>11429</b>		
Yes	3	100.00%
<b>11432</b>		
No	3	33.33%
Yes	6	66.67%
<b>11433</b>		
No	20	42.55%
Yes	27	57.45%
<b>11434</b>		
No	13	46.43%
Yes	15	53.57%
<b>11435</b>		
No	16	48.48%
Yes	17	51.52%
<b>11436</b>		
No	1	33.33%
Yes	2	66.67%
<b>11456</b>		
Yes	1	100.00%
<b>11458</b>		
No	1	100.00%
<b>11468</b>		
No	1	100.00%
<b>11690</b>		
Yes	2	100.00%
<b>11691</b>		
No	105	41.18%
Yes	150	58.82%
<b>11692</b>		
No	84	27.91%
Yes	217	72.09%

**Internet Availability by Zip Code among Housing Choice  
Voucher Clients**

<b>Zip Code</b>	<b>Count of Respondents by Internet Availability</b>	<b>Percentage</b>
<b>11693</b>		
No	15	51.72%
Yes	14	48.28%
<b>11694</b>		
No	7	36.84%
Yes	12	63.16%
<b>11892</b>		
Yes	1	100.00%
<b>Grand Total</b>	<b>19,591</b>	<b>100.00%</b>

<b>Access to Internet</b>	<b>Count by Access</b>	<b>Percent by Access</b>
No	8,712	44.47%
Yes	10,879	55.53%
<b>Grand Total</b>	<b>19,591</b>	<b>100.00%</b>